

ACJC Grant Program: Crime Victim Assistance Grant Program

Period Title: FY 2013

Project Title: Gila County Victim Assistance

Purpose Area: Commission Eligible

Has the program been providing services to victims for more than three years? Yes

Applicant Agency: Agency Name: Gila County Attorney's Office
 Department Name: None
 DUNS Number: 074462102

Authorized Official: Flores, Daisy (Gila County Attorney)

Mailing Address: 1400 E. Ash Street
 Globe, Arizona 85501
 Email: dflores@co.gila.az.us
 Phone: 928-425-3231, 8630
 Fax: 928-425-3720
 Agency: Gila County Attorney's Office
 Department: None

Project Official: Fetterman, Lizabeth F (Victim Witness Advocate)

Mailing Address: 1400 E. Ash Street
 Globe, Arizona 85501
 Email: lfetterman@co.gila.az.us
 Phone: 928-402-8836
 Fax: 928-425-9797
 Agency: Gila County Attorney's Office
 Department: None

Number of crimes victims served by the program during the most recently completed fiscal year:

1561

Approximate percentage of those crime victims served only by phone, mail, or e-mail:

0

Geographic areas served Northern and Southern Gila County and neighboring San Carlos Apache Nation Reservation

Agency Mission Statement It is the Mission of the Gila County Victim Services Program to assist innocent victims of a crime in timely, efficient and compassionate manner; to advocate for the protection of their rights, understanding of those rights and procedures for exercising those rights.

Does the program charge or intend to charge for services? No

If yes, describe fee schedule:

Type of crime victims served (check all that apply)

Adults molested as children
 Aggravated assault
 Assault
 Child sexual abuse
 Domestic violence
 DUI
 Elder abuse/fraud
 Identity theft
 Robbery
 Sexual assault
 Survivors of homicide victims
 Other non-violent crimes
 Other violent crimes

If "Other non-violent crimes", please specify. If none, enter "None" in the box.

Threatening and Intimidating, Assault by a Vicious Dog, Custodial Interference, Resisting Arrest, Interfering with Judicial Proceedings, Disorderly Conduct, Aggravated Harrassment, Discharge of a Firearm, Misconduct Involving Weapons, Hit and Run, Reckless Driving, Unlawful Use of Means of Transportation, Hindering Prosecution, Theft, Shoplifting, Trafficking in Stolen Property, Fraudulent Schemes and Artifices, Luring a Child for Sexual Exploitation, Cyberstalking, Forgery, Indecent Exposure, Burglary, Criminal Damage, Stalking, Failure to Pay Child Support, Simple Assault, Embezzlement, Vandalism, Smuggling of Human Beings, DUI involving Minor Children, Tampering with Physical Evidence, Unlawful flight, Criminal Trespass, Criminal Littering, Drug Offense Involving a Minor, Possession of Stolen Property, Surreptitious Viewing, Sexual Exploitation of a Minor; Obtaining Utility Services by Fraud

If "Other violent crimes", please specify. If none, enter "None" in the box.

Homicide, Attempted First Degree Murder, Negligent Manslaughter, Second Degree Murder, Forcible Rape, Armed Robbery, Aggravated Assault, Aggravated Assault on a Police Officer

Type of services provided (check all that apply)

Criminal justice supports/advocacy
 Emergency financial assistance
 Follow-up contact
 Information and referral
 Notification services
 Personal advocacy
 Victim compensation claim assistance

If "Other", please specify. If none, enter "None" in the box.

None

For the most recent fiscal year, please provide the **total number** of **services** provided to crime victims in each service area below for the **program** requesting ACJC Victim Assistance funding. *A single victim may receive several different services.*

Crisis intervention services for the urgent emotional or physical needs of a victim which may include a 24-hour hotline for counseling or referrals for a victim.	20
Emergency temporary shelter for a victim who cannot safely remain in current lodging.	9
Petty cash for immediate emergency needs related to transportation, food, shelter, and other necessities.	1
Emergency temporary repairs such as locks and windows damaged as a result of a crime to prevent the immediate reburglarization of a home or apartment.	0
Follow-up counseling dealing with the victimization.	31
Assistance dealing with other social service and criminal justice agencies.	86
Assistance in obtaining the return of property kept as evidence.	25
Assistance in dealing with the victim's landlord or employer.	3
Referrals to other sources of assistance as needed.	201
Court-related direct services or petty cash that help victims participate in criminal justice proceedings including transportation to court, child care, meals, and parking expenses.	36
Court-related advocate services including escorting victims to criminal justice-related interviews, court proceedings, and	349

assistance in accessing temporary protection services.	30,634
Notification of significant developments in the investigation or adjudication of the case.	2,567
Notification that a court proceeding for which the victim has been subpoenaed has been canceled or rescheduled.	1,221
Notification of the final disposition of the case.	
Total	35,183

Indicate the number of times the program requesting ACJC Victim Assistance funding provided the following services to assist victims with Crime Victim Compensation claims.

Provide verbal or written information about the Compensation Program.	664
Provide referral and/or transportation to Crime Victim Compensation Office.	37
Provide applications.	62
Provide assistance with completing the application.	27
Provide assistance with obtaining police reports, records, bills, etc.	19
Total	809

Please describe how the program requesting ACJC Victim Assistance funding assists victims with submitting or processing crime victim compensation claims. *Limit 250 characters, including spaces.*

An application is given to victims and they are assisted in its completion. The program assists in gathering the documents, police reports, bills, and records. If necessary, the program will travel to the victim if transportation is not available.

Number of paid program staff providing **direct** services to crime victims. *Do not include administrative staff.*

Full time: 3 Part time: 0

For the most recent fiscal year, list the total **hours** worked by volunteers. *Must be in direct support of the program.*

216 / 2,080 = 0.10

Problem Statement

Identify the problem in your community that the grant funded program will address. Be very specific and include statistical data to define the severity of the identified problems. *Response is limited to 3,500 characters, including spaces.*

Enter narrative below:

The major employer and industry that serves the Gila County community are the copper mines. With the spiking copper prices, the community takes notice. However, with the rise in value also comes increased theft of this semi-precious metal. The theft of scrap metal is becoming a major problem for our rural county residents and businesses. Incidents have soared as rising metal prices tempt thieves to tear out whatever they can find and sell it to scrap yards for cash. Thieves steal everything from air conditioning units and pipes to copper wiring from park and streetlights, leaving some areas in complete darkness. Local mines, businesses and home builders are hardest hit by these thefts.

From July 1, 2010 to June 30, 2011, the Gila County Sheriff's Office confiscated large amounts of stolen copper which had been taken from the local mines and was headed to be sold in the Phoenix metropolitan areas. At this point, only a handful of individuals have been arrested. A thief may steal \$200 worth of copper, but the collateral damage makes the loss much higher. Beyond the direct costs, there are also significant safety issues. Copper theft can sometimes go unnoticed by maintenance personnel, can also put them at serious risk. A typical copper thief will gain access by destroying a gate lock or by cutting fences. Many of these sites are unmanned and it could be several days before the theft is even discovered, leaving the method of entry open.

Local homebuilders also report that they cannot keep up with the losses they are experiencing. "During the last fiscal year, the costs of material and labor to repair the damage caused by the thefts is estimated at \$75,000" said the owner of the Hunter group.

According to Sperling.com, the unemployment rate in Gila County is 10.90%, with job growth of -0.87%. This figure is still 3.89% lower than the national rate. Gila County's property crime, on a scale from 1 (low) to 10, is 7. That US national rate is 4. Property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims, making this a substantial financial loss of thousands and thousands of dollars to the entire community.

These theft rings also target new homes, vacant or foreclosed homes as they are a source of unattended copper inventory. Current economic conditions such as rising cost of gasoline, food and consumer goods, make it likely that copper thefts will remain a resource for criminals. Unfortunately, until employers can provide more jobs for the community, theft rates in Gila County will continue to rise. If copper thefts continue to parallel the current rise in copper prices, utilities would see

their losses from these events increase dramatically.

With limited resources available to enforce laws, a very small percentage of perpetrators are apprehended, arrested and convicted. If convicted, most cases are only prosecuted as misdemeanor with light penalties and little to no jail time. In addition to the exorbitant damages, the secondary problem becomes collection of restitution. If a perpetrator cannot be arrested and prosecuted, the likelihood of recovering any monetary loss, is nil to none.

Project Summary

Provide a summary of the program the ACJC grant funds will support. Include how the program addresses the problem in the community, what services are provided, the population served, why it is important and how it is unique. Also, include at least two specific, measurable program objectives. These objectives should outline specific program activity during the grant period. Refer to the sample application for examples. *Response is limited to 3,500 characters, including spaces.*

Enter narrative below:

The Gila County Attorney's Office houses the Victim Services and Victim Compensation Programs. It is the mission of the program to ensure that constitutional, statutory and inherent rights of victims of crime are consistently upheld throughout the criminal justice process. The department continues to provide mandated notification services, criminal justice support, emergency financial assistance, assistance in filing compensation claims, personal and lay legal advocacy, information and referrals, and transportation services.

Gila County covers approximately 4,796 square miles and the program serves the major communities of Globe, Miami, Payson, Winkelman-Hayden, and San Carlos Apache Nation. The US 2010 census data for Arizona estimated the population to be 53,597, which is an increase of 4.4% since the Census Report of 2000. It is important to note that each of the surrounding communities in the county have a copper mine close in proximity, ranging from as close as 2 miles to 90 miles.

Unfortunately copper theft is not limited to Gila County, or the State of Arizona, it is becoming a national problem. What the program and industry must do is to try to limit the incidents by making it difficult for perpetrators to succeed. On cases that are being prosecuted, the program keeps victims informed of all court dates, the right to meet and confer with the prosecutor, the right to prepare and present a Victim Impact Statement to the court and most importantly, assistance in collection of the restitution. At the time of disposition, the Victim Assistance Department will prepare, file and record for the victim, a Restitution Lien. By assisting in this way, victims feel that the department is doing whatever they can to collect their losses, as referenced by some victims in the Satisfaction Survey.

The program continues to provide training and written resources to City and County law enforcement officials and copper company officials so that all agencies will remain proactive in reducing the copper theft. Some preventative educational presentations to mine personnel may include: Building partnerships with local scrap metal companies in the area; Proactive communication with all employees; Utilize Employee Reward Program; Post visible signage and Surveillance cameras.

The Gila County Victim Assistance program has been dedicated to assure that no victim is alone. In addition to the mandated services victims are entitled to, our advocacy efforts are ministered on a variety of levels through education and advocacy throughout the criminal justice system, a collaboration of referrals to community agencies and resources and community education which is focused on victim issues, needs and services. The Gila County Program is the only office that provides comprehensive services to victims of crime in Gila County.

The program is unique in that we offer emotional support and practical assistance to victims of uncharged cases. Most victim assistance programs throughout the state do not provide services until a formal charging document is filed. Advocates can provide safety planning brochures, assistance with finding shelter, referrals to additional assistance programs, advocacy with police/prosecutors and other crucial services.

Project Collaboration

Programs must demonstrate a strong collaborative effort in *each* of these areas: law enforcement, prosecution, service providers, community organizations and other social service agencies. List the public and private organizations your agency collaborates with.

Enter narrative below:

Gila County Sheriff's Office; Department of Economic Security (CPS and APS); Globe, Miami, Hayden, Payson Police Departments; Gila County Task Force; San Carlos Dept. of Social Services, Bureau of Indian Affairs; Indian Health Services; Gila Family Advocacy Center; Gila County Safe Home Community Network; Safe Home Domestic Violence Shelter; Time-Out Domestic Violence Shelter; Horizon Human Services; Gila County Multi-Disciplinary Teams (Payson/Globe); Pinal-Gila Council for Senior Citizens; Arizona Department of Corrections; Globe-Miami Chamber of Commerce; Copper Basin Chamber of Commerce; Globe City Council, Globe High School; Miami High School; Liberty High School; Copper Rim Elementary School, High Desert Jr. High School, Globe-Miami Senior Citizens Centers; Globe-Miami Rotary Clubs; Globe, Miami, and Tri-City Fire Departments, Arizona Youth Partnership, The Copper Basin Coalition, Gila County Division of Community Services, G.I.L.A House (Homeless Shelter); Boys & Girls Club of Globe, Southern Gila County Community Network, Gila County Meth Coalition; Our Lady of the Blessed Sacrament Church Youth Group; Holy Angels Catholic Services; Payson Public Library; Globe Public Library

Describe in detail a recent collaboration, other than a service referral, involving one or several of the agencies listed above. Discuss the purpose of the collaboration, your agency's contribution to process and the outcomes. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

On an average of once a month, the Gila County Victim Assistance Program is involved in some type of public forum to present information and educate all avenues of the community, such as church groups, school carnivals, Kid's Day Events, Youth Coalitions, just to name a few.

During National Crime Victims' Rights Week, and in collaboration with the Domestic Violence Shelter, a Candlelight Ceremony was conducted at City Hall. The event promoted awareness of victim's rights and services and honored crime victims and survivors. After the ceremony, the Mayor and Council Members viewed a short video, entitled "Honoring the Past" and thereafter proclaimed that April 10-16, 2011, be recognized National Crime Victims' Rights Week in the City of Globe. Light refreshments were served and a resource table was available.

In collaboration with the Copper Basin Chamber of Commerce, the Program participated in the Annual Women's Expo. Despite unreasonably cold weather and snowstorms, the event brought many women of all ages out for fun and information. Attendees were educated as to victims' rights, the history of victims' rights, a victim's challenges in the criminal justice system information about the Victim Compensation Program, and the effect of domestic violence. After the presentation, an informational booth was set up for victims to assist them in completing Victim Compensation applications. As a result, three individuals were assisted by the program.

Performance Tracking

Briefly describe how the program tracks statistical data for number of crime victims served, number of services provided, referrals, etc. *Response is limited to 500 characters, including spaces.*

Enter narrative below:

Information regarding victim cases, which include, the type of crime, the number of victims involved and the demographics of each victim, is transferred to the Annual Service Tracking Sheet. This form of tracking monitors the number of victims served. Thereafter, the data for mandated services for each victim is recorded into an Excel Spreadsheet and is updated on a daily basis. The sheet then auto-calculates the number of mandated services allowed by statute.

Evaluation Plan

How will you evaluate the effectiveness of the program activities? Please indicate how the results of program evaluation activities have made, or will make an impact on the way the program provides services to crime victims. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

The Program will continue the awareness and educational presentations which can be monitored and measured by logging those presentations, have ongoing communication with copper theft victims and law enforcement, to determine the effectiveness of those trainings. A tracking-based report created by the program ie., an excel spreadsheet, would be utilized to assist. Based on the numbers, Victims would be able to report to the program an increase or decrease of theft reports on a quarterly basis. This type of report will also be used by law enforcement agencies. Ultimately, the program would encourage victims of these types of crimes to contact state legislators to make harsher penalties for these types of thefts, and to create a more standard tracking based system so that it would prohibit the purchase of copper without a certificate attached, which in turn would help local law enforcement and the courts track and build cases for prosecution more effectively.

Larger scrap metal agencies in the metropolitan areas have a database called, LeadsOnline. It will track pawnshop sales, but much more money would have to be spent to upgrade the whole system for rural agencies. These agencies would be able to look up the address of someone who sold metals and see how many people are associated with that sale. Officers would also have access to license plate numbers, the type of metal sold, photos of the metals, and the ability to cross reference the information at any one time.

Survey Response Rate

If the program uses a survey to measure program performance, please indicate the number of surveys administered and the number of survey responses received during the most recently completed fiscal year. Please describe efforts the program has made to increase or maintain a representative survey response rate. If the program does not use a survey then please indicate NONE in the box below. *Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

The victim satisfaction survey, which is currently utilized by the department, reflects the goals and outcomes as indicated and selected in the previous FY grant period. By standardizing the survey questions (and letter of

explanation), insures that we collect the same information from everyone. Although over 1000 surveys were sent out, as reported in the Annual Statistical Report, the return rate still was only 91. Albeit low, the return rate continues to increase each year about 5%. Of the 91 surveys that were returned, 88 reported being satisfied with the overall services that were provided to them, 3 reported they were dissatisfied with the system, restitution collection process and the Prosecutor's actions. If necessary, a debriefing is conducted by the department to address any concerns that are presented by the victims to resolve any issues, if possible.

The program also implemented a telephone survey. The call is made to the victim about a week after the sentencing/disposition notification has been mailed out. Victims are given an opportunity to speak to someone personally and discuss any immediate issues or concerns. The challenge we have been faced with is that this is time consuming and several calls may have to be made to make that contact. The program does utilize a volunteer to assist in this survey.

Approximate number of victims to be served during the upcoming grant period: 1600

Goal: HEALING

Outcomes (please select at least 3):

Description	%	#
Number and percentage of victims reporting an increased knowledge of services available.	80%	1,280
Number and percentage of victims who report having increased feelings of well being.	80%	1,280
Number and percentage of victims who report they know how to access short and long term resources available to meet their needs.	80%	1,280
Number and percentage of victims reporting the provider's services increased their ability to cope.	%	
Number and percentage of victims completing treatment plan objectives.	%	
In this space you may optionally provide any additional quality measure of your own choice.	%	
	%	

Goal: JUSTICE

Outcomes (please select at least 2):

Description	%	#
Number and percentage of victims reporting the information and assistance provided had a positive impact on their participation in the criminal justice system.	85%	1,360
Number and percentage of victims reporting an increased understanding of their legal rights.	80%	1,280
Number and percentage of victims reporting increased knowledge of the legal system.	%	
In this space you may optionally provide an additional quality measure of your own choice.	%	
	%	

Goal: ECONOMIC STABILITY

Outcomes (please select at least 1):

Description	%	#
Number and percentage of crime victims reporting an increased knowledge of the victim compensation program, restitution and other financial assistance services.	85%	1,360
	%	

Goal: SAFETY

Outcomes (please select at least 1):

Description	%	#
Number and percentage of victims who report understanding and initiating safety plans for meeting their immediate and ongoing safety needs	75%	1,200
Number and percentage of victims who report being able to better assess their safety needs.	%	
In this space you may optionally provide an additional quality measure of your own choice.	%	
	%	

Goal: QUALITY MEASURES

Outcomes (please select at least 3):

Description	%	#
Percentage of victims reporting overall satisfaction with services.	80%	1,280
Percentage of community collaborators reporting positive satisfaction with services provided.	%	
Percentage of victims who report they would recommend program services to other victims.	80%	1,280
Percentage of victims who reported that advocacy services that were provided were helpful.	80%	1,280
In this space you may optionally provide any additional quality measure of your own choice.	%	
	%	

Personnel

Enter narrative below:

The funds that are requested are utilized for the salary of the victim advocate entirely, and the balance is funded by the County's general fund. The services provided victims of Gila County promote their participation in the criminal justice system, provide efficient and effective notification services and provide and coordinate efforts to victims and agencies that serve victims of crime in our community. The funding by this grant is absolutely imperative to this department. Without the level of services that our program provides would be greatly compromised.

Full Time/Part Time

Match	Position Title	# Pos (FTE)	Annual Salary	Subtotal Salary	ERE Amount	Total
<input checked="" type="checkbox"/>	Victim Advocate	.5	\$34,548.00	\$17,274.00	\$6,005.00	\$23,279.00
<input type="checkbox"/>	Victim Advocate	.5	\$34,548.00	\$17,274.00	\$6,005.00	\$23,279.00
					Salary Subtotal: \$34,548.00	
					ERE Subtotal: \$12,010.00	

None

Match	Expense Type	Amount	Total
			Match Total: \$0.00
			Nonmatch Total: \$0.00

Other Operating Expenses

Enter narrative below:

Printing Costs (brochures)

Match	Expense Type	Type	Quantity	Each	Total
<input checked="" type="checkbox"/>	Printing	Supplies	1	\$750.00	\$750.00
<input type="checkbox"/>	Printing	Supplies	1	\$750.00	\$750.00
					Supplies Subtotal: \$1,500.00
					Registration/Training Subtotal: \$0.00
					Other Subtotal: \$0.00
					Total: \$1,500.00Match Total: \$750.00
					Nonmatch Total: \$750.00

Equipment Purchases

Enter narrative below:

None

Match	Expense Type	Type	Quantity	Each	Total
					Capital Subtotal: \$0.00
					Non-Capital Subtotal: \$0.00
					Total: \$0.00Match Total: \$0.00
					Nonmatch Total: \$0.00

If matching funds are required for this grant program, provide a description of what funds will be used as the required match.
Gila County General Funds will be used to match this grant.

Total Project Cost

Required Match: \$24,029.00

Match Total: \$24,029.00

Requested Total: \$24,029.00

If received, will ACJC funds be used as matching funds for other grant program(s)? No
If yes, please list the name(s) of the grant program and funding agency.

Audit Requirements

List the date of your last financial audit.

6/30/2010

Did the audit result in a Schedule of Findings and Questioned Costs?

Yes

Internal Controls

Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?

Yes

Which of the following describes your organization's accounting system?

Combination

How frequently do you post to the General Ledger?

Daily

Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?

Yes

Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?

Yes

Are time and effort distribution reports maintained for employees working fully or partially on grant programs, which account for 100% of each employee's time?

Yes

Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?

Yes

Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?

Yes

Are all accounting entries and payments supported by source documentation?

Yes

Are employee time sheets supported by appropriately approved/signed documents?

Yes

Does the organization maintain policies which include procedures for assuring compliance with the terms of the grant award?

Yes

Does the organization maintain written codes of conduct for employees?

Yes

Does the organization maintain written procurement policies and procedures?

Yes

Does the organization have adequate staff to comply with the terms of the grant agreement?

Yes

Is there a separate bank account maintained for grant funds?

Yes

Are the officials of the agency bonded?

Yes

Does the agency use a double-entry system in accounting for program funds?

Yes

If you answered "No" to any of the questions in this section, please provide a brief explanation why.

Please upload the following documents:

All Applicants:

Total Program Budget

Most Recent Financial Audit (include management letter and schedule of findings if applicable)

Job descriptions for personnel to be funded by ACJC Victim Assistance Grant

Non-profit organizations please attach:

1. A letter from a prosecutor's office or law enforcement agency endorsing the application.
2. A Current board list that includes affiliations identifies current officers and provides the Chairman's contact information.

AND ONE OF THE FOLLOWING:

1. A copy of the organization's 501(c)(3) designation letter from the IRS.
2. Submission of a statement from the state taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state, and that no part of its net earnings may lawfully benefit any private shareholder or individual.
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document.
4. Submission of any item above (1-3), if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

Max size per upload 10MB.

[VA13 Total Budget.doc](#)

[Single Audit Package 2010 Gila County.pdf](#)

[Victim Witness Advocate job description.doc](#)

Special Conditions

1. ACJC grant funds shall be used to provide direct services to victims of crime.
2. ACJC grant funds shall not be used to supplant federal, state, county, or local funds that would otherwise be made available for such purposes.
3. The applicant shall operate in a manner consistent with, and in compliance with, the provisions and stipulations of the approved grant

application and agreement.

4. The applicant agrees that it will incorporate the use of volunteers in its program to the extent that such volunteers contribute to the effective and efficient provision of services to crime victims.
5. The applicant agrees to promote coordinated public and private efforts to assist crime victims within the community served.
6. The applicant agrees that ACJC grant funds are not to be expended for any indirect costs that may be incurred in administering the funds.
7. The applicant agrees to expend funds only in the approved budget categories for the amount approved.
8. The applicant agrees that payment obligation is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation.
9. The applicant agrees to retain all books, account reports, files, and other records for a period of five years after the completion of the expiration of the project. All such documents shall be subject to inspection and audit at reasonable times.
10. The applicant agrees to provide accounting, auditing, and monitoring procedures to safeguard grant funds and keep such records to assure proper fiscal controls, management, and the efficient disbursement of grant funds.
11. The applicant agrees to remit all unexpended ACJC grant funds to the Commission within 30 days of receipt of a written request from the Commission.
12. The applicant agrees to submit Quarterly Financial Reports to the Commission on the forms provided. Quarterly Financial Reports are due on October 31, 2012, January 31, 2013, April 30, 2013, and August 15, 2013. An Annual Performance Report is required to be submitted to the Commission on the forms provided. It is due August 15, 2013. In the event that reports are not received on or before the required date(s), the Commission may require more frequent reports. Funding will be suspended until such time as the delinquent report(s) are received.
13. The applicant agrees to comply with all applicable requirements of A.R.S. § 41-1463, all applicable state and federal civil rights laws, and Executive Order 1999-4 and 2000-4. In the event that a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the basis of race, color, religion, national origin, sex, age, or disability against the applicant, the applicant will forward a copy of the findings to the Commission.
14. The applicant will assign to the Commission any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the applicant in exchange for grant funds provided.
15. The applicant agrees to use arbitration in the event of disputes in accordance with the provisions of A.R.S. §12-1501 et. seq.
16. The applicant agrees that it is acting as an independent contractor and agrees to hold the Commission harmless for the actions of the grantee's employees.
17. The applicant agrees to obtain and maintain subrogation agreements from victims as a condition of receipt of assistance exceeding one hundred dollars (\$100) in direct financial aid.
18. The applicant agrees to comply with the applicable laws and provisions of the Arizona Crime Victim Assistance Program Rules A.A.C. R10-4-201 through R10-4-204.
19. The applicant agrees to submit, upon request, a copy of its financial audit for the most recently completed 12-month period.
20. The applicant assures that it will collect and maintain information on victim services provided by ethnicity, sex, age, and disability.
21. The applicant assures that it will comply with all applicable state and federal drug-free workplace requirements.
22. The applicant assures that it will comply with all state and federal laws regarding privacy during the course of the program. All information relating to clients should be treated with confidentiality. Information shall be disclosed to the Commission, when requested, in compliance with the Crime Victim Assistance Program Rules, state and federal laws, and the grant agreement.



On behalf of the applicant agency I certify that: I have read and understand the conditions listed above; all the information presented in this application is correct; there has been appropriate coordination with affected agencies; and the applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.